



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-332
Position Title: Group Chief
Series and Grade: KM-4417-00
Salary Range: \$36.01 Per Hour
Promotion Potential: None
Opening Date: 02/06/06
Closing Date: 02/21/06
Location of Position: Office of Production Manager
Press Division
Offset Press Section, Web Unit
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees in the Washington, DC Area

MAJOR DUTIES:

The incumbent assists the Foreperson and Assistant Foreperson in supervising the day-to-day activities of subordinates engaged in the web offset printing process. Specifically, the duties will include, but are not limited to the following: Supervises daily production and ensures work meets or exceeds the quality level required. Assigns work to pressroom employees according to the printing needs of the Web Unit and explains work requirements and daily goals. Supervises the testing of press products according to the Foreperson instructions, and prepares reports regarding the results of tests, including findings and recommendations. Ensures that the work meets production schedules and maintains necessary records for control purposes. Assures press equipment is maintained properly and suggests preventive maintenance. Reviews monthly production reports, daily press sheets, and spoilage/waste reports, and makes suggestions on ways to improve production methods, personnel practices, equipment performance, and product quality. Orders paper and press equipment supplies, such as blankets and rollers, and monitors supply usage on a daily, weekly, and monthly basis. Operates a personal computer for retrieving and generating data related to production, personnel, and materials. Takes necessary actions to guarantee that all security work is properly protected. Monitors classified work that is printed outside the security area and ensures that printed materials are delivered in accordance with security regulations. Resolves and evaluates problems associated with the work.. Performs other supervisory duties, such as approving/disapproving leave, responding to informal and formal grievances, initiating appropriate corrective actions, evaluating the performance of employees, and making recommendations for special awards. Rotates with other Group Chiefs as acting Assistant Foreperson, when required. Performs other duties, as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element to be considered eligible for this position: ***Ability to lead or supervise.*** Applicants must have demonstrated experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Group Chief.

These duties require supervisory responsibilities including assigning work; scheduling workflow, supervising production schedules, estimating material, equipment, and manpower needs; preparing procedures and layouts; developing work improvements, taking disciplinary actions, handling complaints, or performing other comparable supervisory duties. A knowledge of procedures, processes, and methods related to web offset printing and press operations is also required.

NOTES:

- (1.) Selectee may also be subject to serving a one year probationary period as prescribed by GPO Instruction 610.9A, “Probationary Period for Newly Appointed Managers and Supervisors.”**
- (2.) This position requires a security clearance, and the selectee is required to successfully pass a full field investigation. If the selectee does not currently possess a security clearance, he/she will be promoted on a temporary basis not-to-exceed one year pending the completion of a full field investigation and clearance.**

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSAs) listed in the job elements below.

Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and results that were achieved. Please limit your narrative response statements to one page per job element.

JOB ELEMENTS FOR THIS POSITION:

1. Ability to lead or supervise. **(SCREEN-OUT)**
2. Ability to operate, set up, adjust, and maintain web offset printing presses.
3. Ability to interpret instructions and specifications, such as work job jackets, press statement and other production reports.
4. Knowledge of the technical procedures, practices, processes, and methods related to web offset printing, press operations, and security policies, procedures and processes.
5. Knowledge of materials and supplies relating to web offset printing presses, such as offset plates, negatives, blankets, ink rollers, fountains, and front side guides, etc.
6. Ability to plan, schedule, and organize work.
7. Ability to use and maintain tools and equipment dealing with web offset printing presses.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the job elements/KSAs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Department
Joan C. McIver
Phone: (202) 512-1308
TDD: (202) 512-1519
[@gpo.gov](mailto: @gpo.gov)

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

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